



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
3300 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5001

CDCO 1650.2E
C 06
12 Apr 11

COMBAT DEVELOPMENT COMMAND ORDER 1650.2E

From: Commanding General
To: Distribution List

Subj: NONCOMMISSIONED OFFICER (NCO) AND MARINE OF THE QUARTER (QTR)
AND YEAR PERSONAL RECOGNITION PROGRAM

Ref: (a) CDCO 1650.1G

1. Purpose. To promulgate policy and establish procedures for the selection of exceptionally qualified Marines as the Marine Corps Combat Development Command (MCCDC) NCO and Marine of the Qtr and Year.

2. Cancellation. CDCO 1650.2D.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Background. It is the Marine Corps' policy to officially recognize meritorious achievement and superlative performance. Meritorious masts, letters of appreciation, and meritorious and accelerated promotions are established for this purpose and should be used as appropriate. Commensurate with a Marine's grade and time in service, it is also recommended to periodically single out individual Marines whose performance of duty and standards of proficiency exceed that generally expected of all Marines. To afford these highly qualified Marines due recognition, the Commanding General (CG) MCCDC has established the subject awards program as outlined in the reference.

5. Information

a. The NCO and Marine of the Qtr and Year boards are established as follows:

(1) The MCCDC Sergeant Major (SgtMaj) serves as the senior member of the NCO and Marine of the Qtr and Year boards. Board members will be provided by all participating activities in the rank of SgtMaj.

(2) The MCCDC SgtMaj will publish a quarterly memorandum to all commands.

(3) The NCO and Marine of the Qtr and Year board follow the calendar year (CY). The board will normally meet during the second week of the month following the end of the Qtr; April (1st Qtr), July (2nd Qtr), October (3rd Qtr) and January (4th Qtr).

(4) The NCO of the Qtr will be selected from the ranks of Corporal and Sergeant.

(5) The Marine of the Qtr will be selected from the enlisted ranks of Lance Corporal and below.

(6) Nominees for NCO and Marine of the Qtr and Year will have:

(a) NCO's must have at a minimum 4.5/4.5 proficiency and conduct marks. Lance Corporal's and below must have at a minimum 4.3/4.3 proficiency and conduct marks.

(b) No derogatory page 11 entries, non-judicial punishment, or court-martial for at least 1 year prior to the convening of the board, and

(c) No conviction for drug abuse during their career, and no alcohol-related incidents within the last year.

b. Nomination packages for NCO and Marine of the Qtr will be submitted to the MCCDC Staff Secretary Chief no later than the due date set by the MCCDC SgtMaj in the quarterly memorandum. Each nomination package will contain the following items and information in their respective order:

(1) Endorsement letter from the Commanding Officer (CO).

(2) Most recent Basic Individual Record and Basic Training Record (BIR/BTR). All annual training must be up to date or a copy of a waiver for that training must be included.

(3) Most recent education page.

(4) Most recent Record of Service page.

(5) Most recent awards page.

(6) Page 11 and 12.

(7) A description of the Marines performance and significant accomplishments, resident or non-resident Professional Military Education, books read from the U.S. Marine Reading List for their grade, and any community service performed during this Qtr. Include any other information that might be pertinent to this Marines performance and conduct.

c. The following commanders may nominate Marines for the subject awards:

- (1) CG, Training and Education Command;
- (2) CG, Marine Corps Warfighting Laboratory;
- (3) Commander, Marine Corps Base, Quantico;
- (4) CG, Marine Corps Systems Command;
- (5) CO, Marine Corps Embassy Security Group;
- (6) CO, Marine Helicopter Squadron-One; and
- (7) CO, Marine Corps Air Facility.

d. A Marine may be selected once for each of the subject awards during a 12-month period.

e. Various organizations in the Quantico area and surrounding vicinity honor the reigning NCO and Marine of the Qtr and Year at a luncheon and other appropriate festivities. Whenever our selected award recipients receive an official invitation to attend such a ceremony, they are permitted to attend in an informal capacity; however, not as a representative of this Command.

f. Each CY, all Marines plus Marines selected for the NCO and Marine of the Qtr during that CY, who continue to meet the requirements in paragraph 5a(6), may also compete during the month of January for NCO and Marine of the Year, respectively. The NCO and Marine of the Year boards will normally be held the second week of January and will be announced by the MCCDC SgtMaj.

g. Awards

(1) The Marines selected as NCO and Marine of the Qtr and Year will be presented their awards within 1 month after completion of their respective board.

(2) The following awards will be presented to the selected Marines:

(a) CG MCCDC Certificate of Commendation (for NCO and Marine of the Qtr).

(b) Navy and Marine Corps Achievement Medal (for NCO and Marine of the Year).

(c) Plaque with personalized plate.

(d) Various awards from the civilian community.

6. Action

a. Organizational Commanders

(1) Submit nominations per paragraph 5.

(2) Direct Marines appearing before the selection board to wear the appropriate service uniform depending on the season, as will be designated by the MCCDC SgtMaj.

b. Staff Secretary, MCCDC

(1) Assemble all nomination packages for the Board and ensure all the required information is included in each package.

(2) Prepare CG's Certificate of Commendation (for NCO and Marine of the Qtr).

(3) Prepare citation for the Navy and Marine Corps Achievement Medal (for NCO and Marine of the Year).

/s/
ROYAL P. MORTENSON
Chief of Staff

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